

Cofton Hackett Parish Council

Minutes of the Meeting of the Parish Council held on Monday 20th May 2024

Held at Cofton Village Hall, Cofton Hackett

PRESENT:

Councillors:

Cllr Mr J Slack (Chair)
Cllr Mrs J Fay
Cllr Mr R Deeming
Cllr Mrs J Webb
Cllr Ms A Dale
Cllr Mr S Chatterley

Clerk to the Parish Council:

Andrew Billau

APOLOGIES:

County Cllr Mr A Kriss

Cllr Mr G Cook did not attend.

Agenda Item	Discussion and Decisions	Action
064/24 064.1/24 064.2/24	<p>Election of Chair and signing of Declaration of Acceptance of Office</p> <p>Cllr Slack (outgoing Chair of the Council) opened the meeting and asked if there were any nominations for Chair. Cllr Chatterley proposed that Cllr Slack be re-elected as Chair, for the forthcoming term, this was seconded by Cllr Deeming. There were no other nominations. Cllr Slack indicated he was willing to continue as Chair. The proposal was agreed unanimously. Resolved: To elect Cllr John Slack as the new Chair of Cofton Hackett Parish Council. Cllr Slack to sign the Declaration of Acceptance of Office at the next meeting.</p> <p>Cllr Slack proposed that Cllr Chatterley be elected as Vice-Chair of the Council, there were no other nominations. Resolved: To elect Cllr Sam Chatterley as the new Vice-Chair of Cofton Hackett Parish Council.</p>	 Clerk
065/24	<p>Apologies</p> <p>County Cllr Kriss sent apologies (meeting clash). There were no other apologies. Cllr Cook did not attend.</p>	
066/24	<p>Declaration of Interests</p> <p>Register of Interests:</p> <ul style="list-style-type: none">• Councillors are reminded of the need to update their register of interests.• To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.• To declare any Other Disclosable Interests in items on the agenda and their nature.	

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	<ul style="list-style-type: none"> • Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of the code of conduct, must leave the room for the relevant items. Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence. • To consider written requests from councillors for the council to grant a dispensation (S33 of the Localism Act 2011) – written requests to be with the clerk at least 4 clear days prior to a meeting. • Interests were noted to be recorded in the Register 	
067/24	<p>Dispensations</p> <p>There were no applications for dispensations received.</p>	
068/24	<p>Public Forum</p> <p>There were no members of the public in attendance.</p>	
069/24	<p>Previous Minutes</p> <p>The minutes of the meeting of the Parish Council dated 22nd April 2024 were agreed as a correct record and signed by the Chairman.</p>	
<p>070/24</p> <p>070.1/24</p> <p>070.2/24</p>	<p>Chairman's Report</p> <p>Cllr Slack referred to the Parish Assembly, held on Wednesday May 15th, he said he felt the meeting had gone well, with 15 members of the public in attendance.</p> <p>Cllr Slack suggested that the April 2025 meeting, scheduled for 21st April, should be rearranged, as the 21st is Easter Monday. Councillors agreed to move the meeting to April 14th, 2025.</p>	All
<p>071/23</p> <p>071.1/23</p>	<p>Reports from Outside Bodies / District and County Councillor</p> <p>District Cllr Dale asked that Councillors accept her written report to the Parish Assembly as the current position.</p>	
<p>072/24</p> <p>072.1/24</p> <p>072.2/24</p> <p>072.3/24</p>	<p>Highways, Environment and Open Spaces</p> <p>The Clerk reported one addition to the highways task list – overhanging vegetation on a directional road sign, which he has reported to WCC. He also reported he is in contact with a jetwashing contractor and he will prepare a draft list of street furniture items to be washed, Councillors to comment on this list.</p> <p>Councillors discussed the low railings on Groveley Lane, leading from Ten Ashes Lane, and possible painting and repairs. Cllr Slack suggest that quotes be obtained to clean and repaint the 2 smaller railings at that site. These can then be repainted with a view to repainting the larger ones. Cllr Chatterley to provide contact details for local painters.</p> <p>The Clerk reported that one street light in Lickey Coppice had been adapted to lessen the reported light pollution, by painting part of the lens with black paint. He added that a second request had been made for another light in the same street, and presented a quote from the contractor to adapt the light at a cost of £342. Councillors raised</p>	<p>Clerk</p> <p>Cllr Chatterley / Clerk</p>

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072.4/24	<p>concerns about setting a precedent for further LED conversions and agreed not to proceed with this request. Clerk to inform resident.</p> <p>The Clerk reported one outstanding street light fault, on the footpath near the Oak Tree pub. This repair has proved troublesome with the access door for the post buried underground. A further fault with the power supply has been reported to National Grid and their response is awaited. Clerk to monitor.</p>	Clerk																																										
072.5/24	<p>The Clerk reported that the new WCC lengthsman system had been implemented and understood there were teething issues. He has not yet submitted any data.</p> <p>The Clerk reported that the lengthsman has been working on overgrown vegetation around the Parish but has yet to submit his monthly report.</p>	Clerk																																										
072.6/24	<p>Cllr Chatterley reported that he had carried out the monthly play area inspection, with no additional issues identified.</p>																																											
072.7/24	<p>Councillors agreed that further quotes should be obtained to rectify the drainage problems at the play area, together with proposals for installation of additional soft pour flooring. Clerk to investigate.</p>	Clerk																																										
072.8/24	<p>Councillors discussed locations for the 2 new Vehicle Activated Speed devices and agreed that the proposed location on Rose Hill was unsuitable, as the speed limit there changes from 40mph to 30mph and installation of a device could cause confusion. It was agreed that a location on Lickey Road, approaching Rose Hill Island, would be more suitable. Clerk to follow up with WCC.</p>	Clerk																																										
073/24	<p>Finance and General Purposes</p> <p>The Clerk presented the final budget vs expenditure position for financial year 2023-24 and explained that approx. £18k of unexpected expenditure has been allocated to General Reserves.</p> <p>The Clerk presented a proposal for movement of surplus funds to 4 new, separate savings accounts, each account to hold no more than £80,000, to protect funds under the FCFS scheme. Councillors agreed the proposals. Clerk to arrange opening of accounts and transfer of funds.</p> <p>A list of bills for payment, circulated before the meeting, was presented and agreed.</p> <table border="1" data-bbox="319 1478 1252 2038"> <thead> <tr> <th>Supplier</th> <th>Services</th> <th>Payment</th> </tr> </thead> <tbody> <tr> <td>ROSPA</td> <td>Play Area Inspection</td> <td>£103.20</td> </tr> <tr> <td>Cofton Spark</td> <td>Street Light Maintenance</td> <td>£216.00</td> </tr> <tr> <td>Cofton Spark</td> <td>Street Light Maintenance</td> <td>£372.00</td> </tr> <tr> <td>Yu Energy</td> <td>Street Lighting Electricity *</td> <td>£387.49</td> </tr> <tr> <td>Yu Energy</td> <td>Street Lighting Sensor Electricity *</td> <td>£31.00</td> </tr> <tr> <td>Andrew Billau (Clerk)</td> <td>Microsoft 365 Subscription</td> <td>£59.99</td> </tr> <tr> <td>Andrew Billau (Clerk)</td> <td>Microsoft Exchange Subscription</td> <td>£11.88</td> </tr> <tr> <td>Gary Haynes</td> <td>Lengthsman Services *</td> <td>£600.00</td> </tr> <tr> <td>Gary Haynes</td> <td>Grass Cutting *</td> <td>£540.00</td> </tr> <tr> <td>Andrew Billau (Clerk)</td> <td>Office Costs April – May 2024</td> <td>£53.20</td> </tr> <tr> <td>Andrew Billau (Clerk)</td> <td>Salary April – May 2024 (by SO)</td> <td>£815.70</td> </tr> <tr> <td>HMRC</td> <td>Tax and NI April – May (by SO)</td> <td>£240.03</td> </tr> <tr> <td></td> <td>* Paid during the month</td> <td></td> </tr> </tbody> </table>	Supplier	Services	Payment	ROSPA	Play Area Inspection	£103.20	Cofton Spark	Street Light Maintenance	£216.00	Cofton Spark	Street Light Maintenance	£372.00	Yu Energy	Street Lighting Electricity *	£387.49	Yu Energy	Street Lighting Sensor Electricity *	£31.00	Andrew Billau (Clerk)	Microsoft 365 Subscription	£59.99	Andrew Billau (Clerk)	Microsoft Exchange Subscription	£11.88	Gary Haynes	Lengthsman Services *	£600.00	Gary Haynes	Grass Cutting *	£540.00	Andrew Billau (Clerk)	Office Costs April – May 2024	£53.20	Andrew Billau (Clerk)	Salary April – May 2024 (by SO)	£815.70	HMRC	Tax and NI April – May (by SO)	£240.03		* Paid during the month		Clerk
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<p>075/24</p> <p>075.1/24</p> <p>075.2/24</p> <p>075.3/24</p>	<p>Community Services</p> <p>Councillors approved the Annual Report for Cofton Village Hall, which had been previously circulated. Cllr Webb to arrange to present Annual Report for Cofton Hackett Village Hall.</p> <p>Cllr Chatterley advised that the request for a grant from 'Community Look for a Book' campaign did not meet the Parish Council's criteria for grants. Instead, they will receive a donation from the Community Evens fund.</p> <p>Councillors agreed to purchase a storage unit for litter picking equipment, to be located at the Village Hall. Clerk to arrange.</p>	<p>Cllr Webb</p> <p>Clerk</p>
<p>076/24</p> <p>076.1/24</p> <p>076.2/24</p>	<p>Planning</p> <p>There were no new planning applications received for comment since the last meeting.</p> <p>The Clerk reported on 3 applications determined by BDC since the last meeting, all had been granted.</p>	
<p>077/24</p> <p>077.1/24</p>	<p>Communications</p> <p>It was agreed to take a page in the next Village Magazine, Clerk to advise on deadlines.</p>	<p>Clerk</p>
<p>078.24</p> <p>078.1/24</p>	<p>Correspondence Received</p> <p>The Clerk reported on additional correspondence he had received during the period, and his replies to those.</p>	

Agenda Item	Discussion and Decisions	Action
079/24	<p>Items for Next Meeting</p> <ul style="list-style-type: none"> - Discussion on response to Shadow Close residents' letter – Clerk to send holding letter meanwhile. - Approval of Annual Governance and Accounting submission. - Discussion on vacant land on Lickey Road. - Raise issues with access and exit to private drive on Barnt Green Road 	Clerk
080/24	<p>Date of Next Meeting</p> <p>The next Parish Council meeting is scheduled for Monday 17th June 2024 at 7.30pm.</p> <p>The meeting ended at 8.50pm.</p>	